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ADEQUATE NOTICE - A written notice to customers explaining the local department's intended action on their case, its reason, and the effective date. If the action is negative, the notice also includes the right to a fair hearing, the circumstances under which assistance is continued if a hearing is requested, and the obligation to repay any benefits overissued during the appeal period based on the hearing decision.

ADEQUATE REASON - Circumstances beyond the individual's control that prevented the individual from complying with a specific requirement needed to establish or enforce child support.

ADMINISTRATION - Any of the administrations within the Department of Human Resources such as Social Services Administration (SSA), Family Investment Administration (FIA), Community Services Administration (CSA), Child Support Enforcement Administration (CSEA), and Child Care Administration (CCA).

ADMINISTRATIVE LAW JUDGE - A hearing officer designated by the Maryland Office of Administrative Hearings (OAH) to render a decision on an appeal hearing.

ADVERSE ACTION - Reducing or terminating the amount of benefits a customer receives.

AFFIDAVIT OF SUPPORT - A legally binding contract that an immigrant's sponsor signs, agreeing to financially support the immigrant to prevent him or her from becoming a public charge.

AGED BENEFITS - Cash assistance benefits that are automatically removed from the electronic benefit transfer system because they have not been accessed within 90 days of the initial authorization or last withdrawal.

AGENCY ERROR - A failure by the local department to act upon information provided within prescribed time limits or act correctly on information provided.

ALIEN - See the definition of IMMIGRANT.

APPEAL - A request made by an applicant or customer for a review hearing by the Office of Administrative Hearings (OAH) regarding a negative action taken when FIP policy or procedures are applied.

APPLICANT - An individual who personally submitted an application to the local department for assistance, or through a representative, or someone acting on behalf of the applicant if the applicant is incompetent or incapacitated.

ASSESSMENT - An evaluation of an applicant's strengths and resources necessary to determine the services needed to assist the applicant and the applicant's family in becoming independent.

ASSET - Any real or personal property an applicant or customer owns which may be used to meet living expenses. This includes cash on hand, savings, car and items that can be converted to cash, such as stocks and bonds.

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ASSISTANCE UNIT - A group of individuals living together whose eligibility must be determined for cash assistance.

ASYLEE - An individual who has been granted asylum under section 206 of the Immigration and Nationality Act.

AUTHORIZED REPRESENTATIVE - An adult non-household member who has been designated in writing to act on behalf of the household.

BENEFICIARY AND EARNINGS DATA EXCHANGE (BENDEX) - A computer match which identifies Temporary Cash Assistance and Food Stamp customers who are receiving Social Security benefits, private pensions, wages from out-of-state employment, veterans benefits, other government benefits, and those who are self-employed.

BENEFIT - The amount of cash assistance paid.

BLUE BOOK - See the definition of NATIONAL AUTOMOBILE DEALERS ASSOCIATION GUIDE (NADA).

BURIAL ASSISTANCE (BA) - The State-funded assistance which pays for reasonable funeral expenses of eligible persons.

CARETAKER RELATIVE - A parent or other person related by blood, marriage, or adoption living with and caring for a minor child.

CASE - The group of individuals living together whose needs and resources are taken into account when authorizing program benefits.

CHILD - An individual younger than 18 years, a full-time student younger than 19 years, or a 19 year old who is expected to complete school in the calendar year the child turned 19. For POC purposes, **CHILD** means an individual younger than 13 or a disabled individual under 19.

CHILD ABUSE - The physical and mental injury of a child by a parent or other person who has permanent or temporary care or responsibility of the child.

CHILD CARE - Care in a State-recognized setting by an individual other than the parent, stepparent, guardian, or caretaker for less than a 24-hour day and for which compensation is paid.

CHILD SPECIFIC BENEFIT - A third party or restricted payment made on behalf of a child born to an assistance unit member 10 months or more after the member has been informed of the child specific benefit policy and has signed the agreement of understanding.

CLIENT'S AUTOMATED RESOURCE AND ELIGIBILITY SYSTEM (CARES) - An automated database that determines customer eligibility, collects benefit history, and issues benefits and reports.

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CODE OF FEDERAL REGULATIONS (CFR) - The federal administrative guidelines that govern states in the administration of Temporary Assistance to Needy Families (TANF) and other federally funded programs.

CO-PAYMENT - That portion of the financial cost of services assigned by a local department to a family and paid on a unit basis by the family to the provider.

COUNTABLE INCOME - Income that is not exempt or excluded.

CUSTOMER - The person applying for or receiving assistance.

CUSTOMER ERROR - Failure by the customer to correctly, promptly, or adequately report information that would have reduced the amount of the continuing assistance payments or resulted in total ineligibility.

DATE OF ADMISSION OR DATE OF ENTRY - The date established by the Immigration and Naturalization Service (INS) as the date the immigrant was admitted into the United States.

DEPARTMENT - The Department of Human Resources (DHR).

DESIGNEE - An agency designated by the State to carry out a set of requirements.

DISABILITY ENTITLEMENT ADVOCACY PROGRAM (DEAP) - A State program to assist severely disabled individuals to establish eligibility for disability programs.

DISABLED - The inability to perform any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to end in death or has lasted, or can be expected to last, for a continuous period of 12 months.

DISPLACED HOMEMAKER - Any unemployed or underemployed person age 30 or older performing homemaker duties in the family home who would have (or had) difficulty finding employment and depended on income of a family member, TCA for at least 24 months, or received, but is no longer eligible for TCA.

DISPLACEMENT - Employing or assigning a subsidized participant in the position of an employee who has been terminated or re-assigned.

DOCUMENTATION - Written proof from a third party used to verify the statements made by the applicant or customer.

EARLY AND PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT) - The provision of preventive health care under 42 CFR §441.50 et seq., including medical and dental services, in order to assess growth and development and detect and treat health problems in MA individuals under the age of 21.

EARNED INCOME - Payment received by an individual for work or services performed. This includes wages, salaries, commissions, tips, and proceeds from self-employment.

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ELECTRONIC BENEFIT TRANSFER SYSTEM (EBTS) -A benefit issuance system in which benefits are stored in a central computer database and are accessed with a reusable plastic card at an automated teller machine (ATM) or a point of sale machine (POS).

EMERGENCY ASSISTANCE TO FAMILIES WITH CHILDREN (EAFIC) - A local department option in which assistance can be provided to resolve a crisis situation. The local department may elect to offer assistance one or more times during a 12-month period, in addition to TCA or WAG funds.

ENERGY CRISIS - Weather-related or supply-shortage emergencies, or other household energy-related emergencies.

EQUITY OR EQUITY VALUE - The fair market value of a resource, less all encumbrances. It is also the countable amount of an asset.

EXCLUDED INCOME - Income that is not used to determine eligibility for cash assistance.

FAIR HEARING - An informal meeting conducted by a hearings officer to provide the applicant or customer an impartial and objective review of a local department decision on Temporary Cash Assistance (TCA) policies and procedures.

FAIR MARKET VALUE - The amount the resource would bring if sold on the current local market.

FAMILY - One or more adults and children, related by blood, marriage, or adoption who reside in the same household.

FAMILY INCOME - The combined income of all family members.

FAMILY INDEPENDENCE - A plan that addresses the employment-related services needed to enable a family to become self-supporting through the employment of one or more household members.

FAMILY INVESTMENT ADMINISTRATION (FIA) - The office within the Department of Human Resources that administers the Family Investment Program (FIP).

FAMILY INVESTMENT PROGRAM (FIP) - Assistance provided to families with children while preparing the participants for independence. Components under FIP include Welfare Avoidance Grants, Child Care, Medical Assistance, Temporary Cash Assistance, Emergency Assistance, Child Support, and other alternative programs.

FAMILY SERVICES - The program of services provided to families to help preserve family unity and stability.

FAMILY SIZE - The number of individuals residing as a family in the same household.

FAMILY VIOLENCE - Any physical or mental abuse to a spouse, ex-spouse, or intimate partner that results or threatens to result in injury to the individual. This includes sexual

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abuse, sexual activity involving a dependent child, nonconsensual sexual acts or activities, neglect or deprivation of medical care, or false imprisonment.

FOOD STAMPS - The program administered by the State under Article 88A, sections 88 and 89 of the Annotated Code of Maryland that permits low-income households to obtain a more nutritious diet through normal channels of food distribution by increasing purchasing power.

FRAUD - Intentional withholding of the truth to deceive.

FULL-TIME EMPLOYMENT - Working 100 hours or more within a calendar month

GOOD CAUSE - CHILD SUPPORT - Circumstances exist in which cooperation with the Child Support Enforcement Agency (CSEA) may be against the best interest of the child. (See the explanations set forth in COMAR 07.03.03.08F).

GOOD CAUSE - FAMILY VIOLENCE - TCA requirements waived because adults or children in the home are victims of family violence.

GOOD CAUSE - WORK REQUIREMENTS - There is a child in the unit under the age of one, a participant has a severe disability, or is needed in the home to care for a child with a severe disability.

GROSS INCOME - The total countable income of the applicant or customer before any deductions.

HEAD OF HOUSEHOLD - A person designated by the household to be the case payee.

HOMELESS - Residents of Maryland without shelter and lacking resources to provide shelter. It also refers to those individuals whose primary nighttime residence is a shelter or any place not designed for or ordinarily used for sleeping, such as hallways, bus stations, parks, or other similar places.

HOUSEHOLD - An individual or group of individuals who are living together as a unit.

ILLEGAL ALIEN - Someone who enters and remains in the United States without official authorization, either by entering without inspection by the Immigration and Naturalization Service (INS), overstaying their visa, or violating the terms of their visa. This person is also known as an undocumented immigrant.

IMMIGRANT - An individual of foreign origin granted permanent residency.

IMMIGRATION AND NATURALIZATION SERVICE (INS) - The federal agency within the Department of Justice which is responsible for the administration and enforcement of the United States immigration laws.

INCOME - Money received from any source.

INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS) - A system from which information is obtained for purposes of income eligibility verification.

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INDIVIDUAL DEVELOPMENT ACCOUNTS (IDAs) - An account established by or for an individual who is eligible for assistance under the **TANF** program, to allow the individual to accumulate funds for specific purposes.

IN-KIND EARNINGS OR IN-KIND INCOME - Payment other than money (such as rent, utilities, food, or living space) in exchange for work or services performed.

INTENSIVE FAMILY SERVICES - The subprogram of Family Services providing short-term, comprehensive, in-home services and financial assistance to assist families in extreme crisis to prevent out-of-home placement of a child.

INTENT - The act of deliberately giving false or misleading information or verifications in order to receive assistance from a Family Investment Program (FIP).

INTENTIONAL PROGRAM VIOLATION (IPV) - The act, by an individual, of withholding, concealing, or misrepresenting facts for the sole purpose of receiving cash assistance.

INTERIM CHANGE - A change in a customer's situation, between application and redetermination that may affect continuing eligibility or the amount of benefits received.

LANDLORD - The owner of the property who leases or rents the property to the household.

LAWFUL PERMANENT RESIDENT (LPR) - A person who lives in the United States permanently and qualifies as a refugee, asylee, or immigrant, or who has been granted amnesty other than suspension of deportation.

LOCAL DEPARTMENT OF SOCIAL SERVICES - The offices, in Baltimore City and each of the 23 counties in Maryland, which administer the Family Investment Program (FIP).

LOCAL PLANS - The plans developed by local departments of social services to operate FIP within State guidelines and Federal requirements.

LUMP SUM - Unearned income that is received on a nonrecurring basis.

MARYLAND ENERGY ASSISTANCE PROGRAM (MEAP) - Heating assistance grants provided to fuel suppliers and utility companies on the behalf of eligible MEAP applicants during a three to five month period of the year (usually winter months).

MEDICAL ASSISTANCE (MA) - The program administered by the State under Title XIX which provides comprehensive medical and other health-related care for eligible people.

NATIONAL AUTOMOBILE DEALERS ASSOCIATION GUIDE (NADA) - A book that is published quarterly which lists values for most makes and models of cars and trucks. It is most commonly referred to as the "blue book".

NON-COMPLIANCE - Failure to complete required activities or tasks without good cause.

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NON-IMMIGRANT - An individual allowed to enter the United States for a specific purpose and for a limited period of time such as: tourists, students, and business visitors.

NON-PROFIT ORGANIZATION - A religious, charitable, or volunteer organization exempt from taxation under Section 501© of the Internal Revenue Code.

NOTICE OF ADVERSE ACTION (NOAA) - Written notice to customers advising of intended action to reduce, cancel, or suspend benefits to the household.

OBLIGEE - A person to whom support is owed by order of a court of law or a state to which support rights are assigned.

OBLIGOR - A person, or taxpayer, owing a specific periodic payment for support under a court order.

OFFICE OF ADMINISTRATIVE HEARINGS (OAH) - The state administration department responsible for scheduling and conducting the hearings of appeals.

OVERPAYMENT - The amount of payment received by a customer or service provider to whom the payee is not entitled as determined by applicable FIA regulations.

PARENT - The natural or adoptive mother or father of a child.

PAROLEES - Certain individuals or groups allowed to enter the United States in an emergency or because of public interest. The reasons for the temporary residence status could be medical, legal, or humanitarian.

PART-TIME EMPLOYMENT - Working less than 100 hours within a calendar month.

PAYMENT IRREGULARITIES - Any payment that does not equal the amount allowable to the assistance unit if all eligibility and need criteria are applied correctly.

PRIMARY PREVENTION INITIATIVE - A requirement of TCA that requires customers to provide verification of health examinations and of school attendance for children at the first redetermination of the next year.

PUBLIC HOUSING - A dwelling complex owned and operated by a local government, whose residents are eligible to reside there, based on income.

PURCHASE OF CARE (POC) -Funds available to eligible customers and non-customers to pay for child care needs.

REFUGEE - A person who flees his or her country due to persecution or fear of persecution because of race, religion, nationality, political opinion, or membership in a social group.

RESIDENCY - Refers to an individual who lives in Maryland and has no intention of leaving during the time in which services are provided.

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RESOURCE - The amount left from an asset or from income, after all exclusions and disregards are applied, which is counted when determining the assistance unit's eligibility.

ROOMER - An individual to whom a household furnishes lodging but not meals for compensation.

SANCTION - A penalty imposed during the time a customer fails to comply with program requirements.

SELF-EMPLOYED - Refers to the person whose earnings come from the operation of their own business.

SPONSOR - An individual or a public or private agency or organization that has executed an affidavit of support or a similar agreement on behalf of an immigrant as a condition of the immigrant's entry into the United States as a permanent resident.

SPONSORED IMMIGRANT - An individual, under sponsorship, lawfully admitted for permanent residence to the United States. The old deeming rules apply to immigrants sponsored before December 19, 1997. The new deeming rules apply to immigrants sponsored under the new affidavit of support (Form I-864) filed on or after December 19, 1997.

STATE VERIFICATION EXCHANGE SYSTEM (SVES) - A statewide automated data exchange system between the Department of Human Resources and the Social Security Administration for verifying social security numbers, Title II Social Security benefits (RSDI), and Supplemental Security income benefits (SSI).

STEPPARENT - A person who is married to the natural or adoptive parent.

STRIKE - A slowdown or stoppage of work by employees.

STRIKER - A person who is participating in a strike.

SUBSIDIZED EMPLOYMENT - Employment in the public or private sector, which is supported in part by federal or state funds for a limited or specific period of time.

SUBSIDIZED HOUSING - A privately owned dwelling complex where eligibility for residency is based on income and the rental fees are subsidized by federal or local funding. This includes housing projects, Section 8, and FMHA housing ONLY.

SUBSTANCE ABUSE - Excessive and dependent use of a drug such as alcohol, narcotics, cocaine, or heroin, etc.

SUPPLEMENTAL SECURITY INCOME (SSI) - The federally funded benefit paid by the Social Security Administration to needy individuals who meet established disability requirements or are 65 years or older.

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) - A federal program that provides cash assistance to families with children.

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TEMPORARY CASH ASSISTANCE (TCA) - Cash assistance provided to assistance units which are technically and financially eligible (Replaces the old Aid to Families with Dependent Children Program).

THIRD-PARTY PAYEE - A responsible individual, a non-profit organization, a for-profit organization, or a government entity, including a local department, which is authorized to accept TCA payments on behalf of a recipient.

TIME LIMITS - The 60 countable months a customer can receive cash assistance.

TIMELY NOTICE - Written notification at least 5 working days before action is taken to reduce or terminate a customer's benefits.

TRANSITIONAL EMERGENCY, MEDICAL AND HOUSING ASSISTANCE (TEHMA) - A cash assistance program for low income disabled adults.

UNDERPAYMENT - A payment received by a customer or service provider which is less than the benefit amount owed.

UNDOCUMENTED IMMIGRANT - Someone who enters or lives in the United States without official authorization, either by entering without inspection by the Immigration and Naturalization Service (INS), overstaying their visa, or violating the terms of their visa. This person is also known as an illegal alien.

UNEARNED INCOME - Money received from sources such as pensions, benefits, returns from investments, annuities, payments of support, educational grants or loans, or contributions.

UNSUBSIDIZED EMPLOYMENT - Employment in the public or private sector that has been arranged between the employer and the employee and is not supported by federal or state funds.

VENDOR PAYMENT - A voluntary or involuntary payment made to a third party or to the housing authority on behalf of a Temporary Cash Assistance customer.

VERIFICATION - Proof that the statements made by an individual during the application or redetermination process of eligibility for FIP are true. This includes proof contained in documents or records of public or private agencies, firms, or individuals.

VOUCHER - A coupon given to a customer by the local department for use in purchasing service from a provider.

WELFARE AVOIDANCE GRANT (WAG) - Non-entitlement cash assistance, given to a family with children, paid in accordance with the local department's plan for the family's immediate and limited needs to avoid continuing cash assistance. The applicant or the recipient and the local department sign an agreement that the family will not be eligible for TCA for the months the WAG is intended to cover.

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WORK EXPERIENCE - Time-limited preparation for employment in a public or private work setting.